

TS-EAS Outreach and Communications team

March-May 2020 Activity Report

Scope and role of the Outreach and Communications team

The scope/role of this team represents a refactored charge for the former Documentation team. The focus of the Outreach and Communications team is to promote broader awareness of TS-EAS' activities and its work plans, across a range of key stakeholders and audiences.

In addition to coordinating closely with other TS-EAS teams, the Outreach and Communications team would liaise with the Encoded Archival Standards (EAS) Section leadership on communications, education, and outreach plans.

Charge

<https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/outreach-communications-subteam/charge.md>

Members

- Lina Bountouri
- Karin Bredenberg (liaison)
- Michele Combs (EAS Section liaison)
- Glenn Gardner
- Noah Huffman
- Cory Nimer (Co-Chair)
- Adrian Turner (Co-Chair)
- Caitlin Wells (Collection Management Section liaison *[through August 2020]*)

Work completed between March-May 2020

- Hosted a pilot webinar (two sessions) on 2020-04-17, highlighting TS-EAS and the group's priorities for this year. Posted video to [SAA's YouTube channel](#); slides and Q&A summary on [GitHub](#). We had 62 attendees in first session; 100 in second session. We exceeded capacity in both cases, after we got started and began recording.
- Looking ahead to a fall webinar, we anticipate that the EAC-CPF schema revision would be a timely candidate topic; additional webinar topics are to be determined (we will be exploring ideas with the broader TS-EAS team, and Section liaisons on the Outreach and Communications team).
- Tested SAA's Zoom account for hosting webinars. Prepared a set of resources and documentation for the Outreach and Communications team and hosts/presenters (webinar preparation planning document, Zoom checklist, sample slide deck, sample announcement verbiage, etc.) to streamline processes.
- In-process of planning for creating brief tutorial videos for posting to SAA's YouTube, and also for linking or embedding in the [TS-EAS Handbook](#), in the summer/fall 2020 timeframe. The first

two tutorials will cover 1) the EAS revision process overview (major vs. minor), and 2) processes for suggesting updates to EAS schemas, via GitHub.

- In-process of assessing TS-EAS pages on the [SAA microsite](#) and preparing a proposal to update the content vis-a-vis GitHub.
- Prepared a context statement regarding non-English translations of EAS tag libraries, posted to [EAC-CPF website](#) (in-process of posting to [EAD website](#)).
- Secured time on SAA Section meetings for brief TS-EAS updates: EAS Section, Description Section, Collection Management Tools Section, and Metadata and Digital Object Section